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DDA Memo, 4 Apr 77

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Date: 8 MAR 1978 By: 

MEMORANDUM FOR: Assistant Director, Office of Communications

SUBJECT: Seminar on War Plans Staff Officers Course

1. An eight-day seminar for the purpose of counseling and guiding OTR in the development of the content of a War Plans Staff Officers Course and the content of training material to be used therein will be held in Room 2035, K Building, beginning Monday, 14 December, and continuing daily from 1330 to 1630 hours through Wednesday, 23 December 1953.

2. The seminar will be conducted as follows: OTR will prepare in advance of the seminar a separate agenda on each subject which it is thought should be included in a War Plans Staff Officers Course (WPSOC). Each agenda will have attached to it such training material as OTR has produced for such a course. The agenda will contain a statement of the problem to be considered in the form of questions as to the items to be included and in some instances the doctrine which should be taught in a particular subject in the course

It will be the responsibility of those attending the seminar to come prepared to discuss the questions and such material as OTR provides in order to develop conclusions and recommendations, which will be recorded, and which will form the basis for the substantive elements of a War Plans Staff Officers Course.

3. The need by OTR for the assistance of the chiefs of the Senior Staffs, and their senior planning staff officers in the preparation of this course is apparent. The attendance of the Chiefs of Staff or their senior staff officers is desired and is essential to the success of the seminar. The seminar presents an opportunity for the Chiefs of Senior Staffs and their planning personnel to insure that training material being prepared by OTR is sound in doctrine and accurate in detail.

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4. It is requested that the Chiefs of the PFC, FI, FM, PP, and DDP/Admin. staffs, the Chief, Logistics Division, and Assistant Director for Communications give written advice to the Deputy Director of Training not later than Friday, 4 December 1953, as to the names of staff members who will attend. It is desired that a minimum of three members from each staff take part.

/s/  
MATTHEW BAIRD  
Director of Training

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